



Norseman Community Resource Centre

MANAGEMENT REPORT

Prepared by: Angie Hogan
01/02/2021-28/02/2021

Norseman Community Resource Centre

Membership and patronage details:

Total Number of memberships: 4

New memberships this reporting period: 0

Patronage per opening hour: 10.5

The CRC is delivering more training and workshops to the community, bringing a lot more Digital Learning for Adults/seniors Learning). The CRC also has access to pre-recorded Webinars that we are able to use for workshops.

The CRC has Business workshops planned and booked in for the Quarters 1-2 and 3-4. It has been very hard to get facilitators in Norseman for quite some time now, but through some discussions with Goldfields Tafe, we have had a breakthrough, and they have agreed to facilitating some courses here at the CRC. They will be short courses from computing to Safety, all courses are nationally accredited.

The Splash Test Dummies appeared at the Norseman Town Hall after they kept the Norseman District High school kids entertained with a clowning workshop, this aquatic-themed children's circus featured juggling, slick acrobatics and oodles of slapstick comedy. The whole school tuned out for the event.

Marketing strategies undertaken in the reporting period and outcomes achieved

Strategies undertaken:

Events/courses investigated for future succession planning

All year we will be running Free Basic computer classes-Word, Excel, and Publisher, and BeConnected for Seniors 50+ short courses.

Professional development and training opportunities

Certificate II in information, Digital media and Technology.

Professional development opportunities undertaken within reporting period

Professional development opportunities identified for future reporting periods

Norseman Community Resource Centre

PO Box 206
81 Roberts Street
NORSEMAN WA 6443

Balance Sheet

As of February 2021

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Assets	
Current Assets	
Cash On Hand	
Cheque Account	\$100,632.96
Petty Cash	\$150.00
Total Cash On Hand	\$100,782.96
Trade Debtors	\$1,215.00
Total Current Assets	\$101,997.96
Other Assets	
Deposits	\$2,000.00
Total Other Assets	\$2,000.00
Fixed Assets	
Furniture & Fixtures	
Furniture & Fixtures at Cost	\$88,064.56
Furniture & Fixtures Accum Dep	-\$61,712.49
Total Assets	\$130,350.03
Liabilities	
Current Liabilities	
GST Liabilities	
GST Collected	\$31,355.67
ATO Running Balance Account	-\$2,169.00
GST Paid	-\$29,317.86
Total GST Liabilities	-\$131.19
Other Current Liabilities	
Long Service Leave Provision	\$21,773.96
Annual Leave Provision	\$8,595.74
Total Current Liabilities	\$30,238.51
Total Liabilities	\$30,238.51
Net Assets	\$100,111.52
Equity	
Retained Earnings	\$48,975.78
Current Year Earnings	-\$2,685.81
Historical Balancing	\$53,821.55
Total Equity	\$100,111.52

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Profit & Loss Statement

1/07/2020 through 28/02/2021

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Income

Sales		
1 Computer Usage	\$162.71	
2 Printing	\$818.18	
3 Photocopying/Printing	\$7,291.46	
Fax Services	\$19.92	
Scanning	\$212.74	
Memberships	\$136.36	
Secretarial Services	\$9.09	
Laminating	\$130.00	
Kids Klub	\$133.64	
Events	\$52.73	
Computer Goods - Sales	\$52.44	
Phones & Credit - Sales	\$3,643.51	
Express Yourself - Sales	\$94.28	
Photo Express kiosk	\$128.74	
Animal Jewels & Coasters Sales	\$26.82	
Conference Room Hire	\$545.46	
Contract Services	\$15,882.72	
Grant Income		\$79,469.55
TRANS WA - Sales		\$869.54
Miscellaneous Income		\$384.09
Total Income		<u>\$110,063.98</u>

Cost of Sales

Purchases		
Photocopier Meter Reading	\$4,637.83	
Computer & Phone Goods	\$4,939.74	
TRANSWA Ticket Sales	-\$619.43	
Freight		\$182.33
Total Cost of Sales		<u>\$9,140.47</u>

Gross Profit

\$100,923.51

Expenses

Accounting Fees	\$5,000.00	
Events	\$5,168.58	
Bank Fees	\$210.00	
Advertising	\$3,093.21	
Dues & Subscriptions	\$2,801.71	
Insurance	\$3,620.86	
Repairs & Maintenance	\$1,392.00	
Cleaning Supplies	\$58.09	
Security	\$2,217.00	
Photo Express Kiosk	\$7,225.00	
Asset Purchases	\$16,994.29	
Computer Repairs & Maintenance	\$4,978.91	
Postage & Shipping	\$473.31	
Rent	\$9,440.00	
Telephone	\$1,950.43	
Stationery	\$732.65	
TRANSWA Fares	\$556.43	
Employment Expenses		
Staff Amenities	\$234.18	
Superannuation	\$2,299.52	
Wages & Salaries	\$35,063.20	
Total Employment Expenses		<u>\$37,596.90</u>
Services		
Internet Fees	\$99.95	
Total Expenses		<u>\$103,609.32</u>

Net Profit / (Loss)

-\$2,685.81

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Reconciliation Report

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ID#	Date	Payee	Deposit	Withdrawal
Cheque Account:		1-1110	Cheque Account	
Date of Bank Statement:		28/02/2021		
Last Reconciled:		31/01/2021		
Last Reconciled Balance:		\$94,454.22		
Cleared Cheques				
SC280221	5/02/2021	Bank Fees		\$10.00
2049	15/02/2021	Telstra		\$174.99
SC280221	17/02/2021	Trust bank fees		\$10.00
Total:			\$0.00	\$194.99

Cleared Deposits

CR003049	3/02/2021	EFT Sales 01.12.20 - 30.02.20	\$1,566.56	
CR003050	3/02/2021	EFT Sales 04.01.2021 - 29.01.	\$1,710.80	
CR003048	12/02/2021	DD12022021	\$2,183.87	
CR003046	17/02/2021	Payment; Shire of Dundas	\$900.00	
CR003047	19/02/2021	Payment; Dundas Fencing & B	\$12.50	
Total:			\$6,373.73	\$0.00

Reconciliation

BusinessBasics Balance on 28/02/2021:	\$100,632.96
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$100,632.96
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$100,632.96